

2 January 1958

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AHIP
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MEMORANDUM FOR: CIA Librarian

THRU: Acting Chief, Circulation Branch

SUBJECT: Proposed Preliminary Rules for Implementing AHIP
Paper D-3/2 of 12 December 1957 in Circulation Branch

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1. AHIP paper D-3/2 of 12 December 1957 provides that the CIA Library may reproduce documents of one agency for use of another effective 2 January. In order to implement this policy in the Branch, some preliminary rules are needed. These proposed rules would be in effect only during the interim of determining the effect of the policy on Circulation Branch's overall workload.

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2. Eight general rules formulated by [REDACTED] are listed in the attachment for your consideration. It is recommended that these rules be adopted during the next one-to-two month period when the "Third Agency" requests will be carefully screened. The results of this two-month survey may indicate a need for certain administrative changes in procedures and organization within the Branch.

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3. In addition, the policy of abolishing the "Third Agency" rule has resulted in the need for other policy decisions. We recommend that steps be taken to expand enclosure dissemination to CIA by the IAC Agencies and that discussions be held with IAC libraries to obtain priority service (perhaps 24 or 48 hour loans for filming) on CIA requests for enclosures.

4. Circulation Branch will maintain statistics on the number of "Third Agency" requests received during the next two months. A committee of Messrs. [REDACTED] will examine these requests daily. The daily figures will be reported to Chief, Circulation Branch to obtain overtime or additional staff members.

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[REDACTED]
Chief, Control Section

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[REDACTED]
Chief, Search Unit

cc: [REDACTED]